INSTRUCTIONS FOR COMPLETING FORM RSPA 7100.1
INCIDENT REPORT - GAS DISTRIBUTION SYSTEM

GENERAL INSTRUCTIONS

Each operator of a gas distribution system, except those exempted in §191.9(c), shall file Form RSPA F 7100.1 for any incident which meets the criteria specified in §191.5 as soon as practicable but not more than 30 days following the occurrence of the incident.

Reports should be made to the: Information Systems Manager (DPS-3), Office of Pipeline Safety, Department of Transportation, 400 Seventh Street, S.W., Washington, DC 20590. However, reports for intrastate pipelines subject to the jurisdiction of a State agency pursuant to certification under 49 U.S.C. 60105 (the pipeline safety law) may be submitted in duplicate to the State agency if the regulations of that agency require submission of these reports and provide for further transmittal of one copy within 10 days of receipt after the incident has occurred to the: Information Systems Manager (DPS-3), Office of Pipeline Safety.

Type or print the operator name and address data in the appropriate location, including the name of the branch or subsidiary, if different, where the incident occurred.

If you have any questions concerning this report or these instructions, or if you need copies of Form RSPA F 7100.1 or the instructions, please write or call the Information Systems Manager (DPS-3), Office of Pipeline Safety, Department of Transportation, 400 Seventh Street, S.W., Washington, DC 20590, telephone number (202)366-4569.

For the purpose of completing Form RSPA F 7100.1, the following definitions of terms are to be used when filing Form RSPA F 7100.1 in conjunction with these instructions:

1. Gas distribution -
   A pipeline other than a gathering or transmission line.

2. Pipeline -
   All parts of those physical facilities through which gas moves in transportation, including pipe, valves, and other appurtenance attached to the pipe, compressor units, metering stations, regulator stations, delivery stations, holders, and fabricated assemblies.

3. Operator -
   A person who engages in the transportation of gas.

SPECIAL INSTRUCTIONS

An entry should be made in each block for which data are available. In blocks requiring numbers, all blocks should be filled in using zeroes when appropriate. When decimal points are required, the decimal point should be placed in a separate block.

Examples: (Part 4.3) Nominal Pipe Size /0/0/2/4/ inches
/1/./2/5/ inches

Wall Thickness /./5/0/0/ inches
/./1/4/5/ inches

Avoid "Unknown" entries if possible. Estimated data are preferable to unknown data. If "Unknown" or estimated data entries are made, a supplemental report should follow if the data should become known by the operator.

If "Other" is checked in any part of the report, include an explanation or description on the line adjacent to the item checked.

SPECIFIC INSTRUCTIONS

Part 1

The operator's five digit identification number will be assigned by RSPA. If the identification number is not available to the person completing the report, this information should be omitted. Address in Part 1.1.C is address of office originating incident report.

Data on the location of the incident should be as complete as possible, including the nearest city or town, the county or parish, township, borough, etc. Use data that would help orientation with a map and provide such other location information as may be available. The class location should be the class location at the incident site following as closely as possible these designations as excerpted from §192.5 of the gas pipeline safety standards.

§192.5 Class locations.

(a) Offshore is Class 1 location. The Class location onshore is determined by applying the criteria set forth in this section: The class location unit is an area that extends 220 yards on either side of the centerline of any continuous 1-mile length of pipeline. Except as provided in paragraphs (d)(2) and (f) of this section, the class location is determined by the buildings in the class location unit. For the purposes of this section, each separate dwelling unit in a multiple dwelling unit building is counted as a separate building intended for human occupancy.

(b) A Class 1 location is any class location unit that has 10 or less buildings intended for human occupancy.

(c) A Class 2 locations is any class location unit that has more than 10 but less than 46 buildings intended for human occupancy.

(d) A Class 3 location is -

(1) Any class location unit that has 46 or more buildings intended for human occupancy; or

(2) An area where the pipeline lies within 100 yards of any of the following:

(i) A building that is occupied by 20 or more persons during normal use.

(ii) A small, well-defined outside area that is occupied by 20 or more persons during normal use, such as a playground, recreation area, outdoor theater, or other place of public assembly.

(e) A Class 4 location is any class location unit where buildings with four or more stories above ground are prevalent.

1.3

The time of the incident should be indicated in reference to a 24-hour clock.

Examples
1. (0000) = midnight = /0/0/0/0/
2. (0800) = 8:00 a.m. = /0/8/0/0/
3. (1200) = Noon = /1/2/0/0/
4. (1715) = 5:15 p.m. = /1/7/1/5/
5. (2200) = 10:00 p.m. = /2/2/0/0/

1.4

"In-patient hospitalization" means admission and confinement in a hospital beyond treatment administered in an emergency room or out-patient clinic in which confinement does not occur. The property damage/loss estimate is the estimate of total property damage or loss to the operator's property, the property of others, or the combination of both. Loss of gas is a property loss.

Check "Supplemental Report" if this is a follow-up report with additional or corrected information. Do not fill in any previously submitted information with the exception of "report date," "operator's name," "address," and "preparer." Submit only amended, revised, or added information.

1.5

"Elapsed time" until the area was made safe means the elapsed time from the time of the occurrence of the incident until the incident is brought under control so that it does not present a significant threat to public safety. This does not necessarily mean that the flow of gas has been stopped completely. If the time of occurrence is unknown, the time when the operator is first notified or made aware of the incident may be utilized.

Part 2

Definition of Causes

1. Corrosion - Escape of gas resulting from a hole in the pipeline or component caused by galvanic, stray current, or other corrosive action.

2. Outside Force - Third Party/Outside Party - Damage directly attributed to the striking of a gas pipeline facility caused by earth moving equipment, other equipment, tools, vehicles, vandalism, etc. Damage is by personnel other than those working for the operator or the contractor working for the operator.

3. Outside Force - Natural Forces - Damage resulting from earth movement not caused by man, including earthquakes, washouts, land slides, frost, etc. Also included is damage by lightning, ice, snow, etc.

4. Accidentally Caused by Operator - Damage resulting from an inappropriate procedure, or a wrong application of a procedure by the operator's employee or the employee of a contractor working for the operator.

5. Construction Defect/Operating Error - A "Construction defect" is one resulting from failure of original sound material that is due to outside force being applied during field construction which caused a dent, gouge, excessive stress, or other defect which resulted in subsequent failure. Also include faulty wrinkle bends, faulty field welds, and damage sustained in transportation to the construction or fabrication site.

6. Other - A cause that cannot be identified clearly as belonging in one of the above categories.

If the "Other" block is checked, the narrative in Part 3 should describe the incident in detail, including the known or presumed cause.

Part 3

The narrative is needed only when it is useful to clarify or explain unusual conditions. It should be a concise description of the incident, including the probable cause and conditions which the operator believes may have contributed either directly or indirectly to the cause of the incident. Explanations of estimated data also may be included in the narrative.

Part 4

4.1

Meter Set Assembly is the piping installed to connect the inlet side of the meter to the gas service line and to connect the outlet side of the meter to the customer's fuel line. A service regulator should be included under "4.2. Component which failed."

4.2

Insert type of joint (other than a weld), such as mechanical, compression, threaded, or fusion.
For a weld joint, check "weld" and specify type.

4.3

For "other," state copper, aluminum, wrought iron, etc.

4.4

This applies to all items in 4.3 and, where appropriate, to items in 4.2. In the event that more than one item has failed, so that origin is not clear, use Part D to complete 4.4 for the additional item(s).

The specification, when known, is the specification to which the pipe or component was manufactured, such as API 5L, ASTM A106, ANSI A21.9, etc. A list of referenced specifications is shown in the Appendix to 49 CFR Part 192. If the pipe or component predates 49 CFR Part 192, and was manufactured under a specification not listed in 49 CFR Part 192, put in, when known, the specification to which the pipe or component was manufactured.

Answer all questions for all pipe or components. If not available, mark "N/A."

Year installed means the year of installation at incident location.

Part 5
More than one box can be checked with an indication as to which box is the most appropriate environmental description.

"Under pavement" includes under streets, sidewalks, paved roads, parking lots, shopping centers, etc.

Part 6
"Preparer" is the name of the person most knowledgeable about the information submitted in the report or the person to be contacted for additional information.

"Authorized Signature" may be the "preparer" or an officer or other person the operator has designated to review and sign reports of this nature.

Part A
A.5
". . . under cathodic protection" means cathodic protection in accordance with the requirements for Part 192 as determined by the criteria in Part 192, Appendix D. If the operator determines the cause of the corrosion to be bacterial or chemical action or stray current, check "Other" in item 3, and indicate the cause.

For the purpose of this report, galvanized pipe with no dielectric coating is to be considered "bare."

Part B
B.1
". . . outside party/third party" means other than the operator or his agent. Acts of vandalism should be included here.

B.2.a
". . . prior notification" means that the operator had been notified that excavation or construction work was to be done in the vicinity of the pipeline prior to the time the incident occurred.

B.3
"Additional information", if any, should include a description of other steps taken by the operator to protect the facility against damage by outside forces. A description of an act of vandalism may be included here.

Part C
Definitions:

1. Poor Workmanship During Construction - Wrong mechanical application of the correct procedure.

2. Operating Procedure Inappropriate - Wrong procedure was used for this application.

3. Error in Operating Procedure Application - Misinterpretation of procedure during field application.

4. Physical Damage During Construction - Construction activity damage to existing or newly installed facilities, such as a gouge or dent, misalignment, or improper support, caused by the operator's personnel or the operator's contractor.